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31 AUG 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Agency Study of Space Requirements

REFERENCES : (a) Your Memorandum dated 13 August 1965
to D/L, subject as above

(b) Your Memorandum of 5 August 1965 to
the DDCI; subject, Planning for Ex-
pansion at Langley Headquarters Site

1. This memorandum contains recommendations for your approval; such recommendations are contained in paragraph 5 below.

2. Pursuant to your direction contained in the above references, a Space Requirements Staff has been established to undertake the in-house study. The Staff is responsible to the Chief, Real Estate and Construction Division, and consists initially of the following personnel:

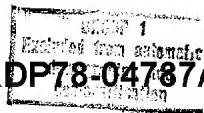


3. In conducting the study the following criteria will serve as guidelines:

- a. All Departmental activities will be examined.
- b. Current space requirements will be reviewed and unsatisfied requirements identified.
- c. Projected space requirements will be developed in the light of the Agency 15-year plans, manpower limitations and other considerations including but not limited to functional relationships, support relationships, and states of the art.

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d. The review will not be restricted by constraints of cost, availability of real estate, number of buildings, or the location of currently occupied space.

4. The end product developed by the Staff will be a summary space directive reflecting current and projected space requirements. This directive will be similar to the one previously developed for the Headquarters building. Special requirements for space will be explained, and appropriate analysis and recommendations provided. The following tentative schedule is considered reasonable for completion of the study, provided Agency components meet the 28 February deadline noted in (c) below:

a. Develop the detailed procedures, criteria, and forms for conducting the study (1 September - 30 September).

b. Initial visits to the Deputy Directors' designees to discuss the Staff's objective, procedures, forms, and criteria to be applied and the ultimate product (1 October - 15 October).


c. Visits to offices within the components, and submission of their final reports (16 October - 28 February).

d. Analysis of data including follow-up visits to components as required (1 March - 31 May).

e. Preparation of the final report, justifications, observations and recommendations (1 June - 31 August).

5. It is recommended that a memorandum to other Deputy Directors (draft attached) be released and the study criteria herein be approved.

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GEORGE E. MELOON
Director of Logistics

Attachment
Draft of Memo

Approved: 10 Sept 65

Date

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R. L. Bannerman
Deputy Director

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